*{HRDept}* is responsible**[[1]](#footnote-1)** for completing this checklist for every *{Employees/Staff}* on termination. The *{HeadIT}* is responsible for removal of access rights and for confirming to *{HRDept}* that this has been done. The final version of the checklist is retained on the *{Employees/Staff}*’s file.

Checklist

Name of employee/contractor/third party (‘Employee’):

Termination date:

Name of line manager:

**Briefings**

Responsible: [Role responsible for completing]

|  |  |
| --- | --- |
| *Briefing* | *Complete* |
| *{Employees/Staff}* briefed on continuity of contractual conditions |  |
| *{Employees/Staff}* briefed on continuity of legal responsibilities, duties |  |

**Return of assets**

Responsible: [Role responsible for completing]

|  |  |  |
| --- | --- | --- |
| *Asset* | *Comments* | *Returned* |
| Workstation |  |  |
| Notebook computer |  |  |
| Notebook computer bag and peripherals | [Specify peripherals] |  |
| PDA(s) |  |  |
| Mobile phone(s) |  |  |
| Electronic media |  |  |
| Credit card(s) | [Specify cards] |  |
| Authentication device(s) | [Specify devices] |  |
| Identity card(s) |  |  |
| Manual(s) |  |  |
| Key(s) | [Specify keys] |  |
| Parking permit |  |  |
| [Other assets] |  |  |
| [Other assets] |  |  |
| [Other assets] |  |  |
| [Other assets] |  |  |

**Access rights**

Responsible: [Role responsible for completing]

|  |  |  |
| --- | --- | --- |
| *Feature* | *Comments* | *Complete* |
| User name retired |  |  |
| Folders transferred to line manager |  |  |
| Email diverted to line manager |  |  |
| Removed from group lists |  |  |
| Removed from published information |  |  |
| Accounts not closed on termination |  |  |
| Change of passwords on above accounts |  |  |
| [Other access feature] |  |  |
| [Other access feature] |  |  |
| [Other access feature] |  |  |
| [Other access feature] |  |  |

***Document Owner and Approval***

The *{HeadHR}* is the owner of this document and is responsible for agreeing any changes with the *{HeadIT}* and for ensuring that this record is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to *[all/specified]* members of staff on the *[corporate intranet]* and is published *[ ].*

This work instruction was approved by the *{Manager}* on *[date]* and is issued on a version controlled basis under his/her signature.

Signature: Date:

**Change History Record**

|  |  |  |  |
| --- | --- | --- | --- |
| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | <Manager> | Xx/yy/zz |
|  |  |  |  |
|  |  |  |  |

1. This document should be drawn up by the *[{HeadHR}]*, in conjunction with the *[{HeadIT}],* and should be put into practice as a fundamental part of the HR *[employee/staff]* termination procedure. [↑](#footnote-ref-1)